



Roswell Planning and Zoning Committee

Monday, February 2, 2015 at 8:00 a.m.
Conference Room at Roswell City Hall
425 North Richardson Avenue

Committee Chair: Jason Perry
Committee Members: Savino Sanchez and Tabitha Denny
Staff Coordinator: Amber Copeland

A. Call to Order

B. Approval of the Agenda

C. Minutes

1. Consider approval of the January 5, 2015 Minutes

D. Unfinished Action Items

1. Proposed Changes to Zoning Ordinance No. 10-02:Amended (Amber Copeland)

E. New Action Items

1. Weed Resolution #15-07 (Mike Mathews)
2. Condemnation Resolution #15-08 (Mike Mathews)

F. Information Items

1. Planning and Zoning Commission Report (Amber Copeland)
2. OMA Property Update – (Louis Najar)
 - 2A – Moratorium on OMA Property
 - 2B – 1995 OMA Property Report
 - 2C - OMA Aerial: Current
 - 2D – Future Council Workshop

G. Other Business and Announcements

H. Adjourn

This is your official meeting notification. **Should you be unable to attend or have questions, please call the Zoning Department at 637-6218.**

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 14-36.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

City of Roswell
Planning and Zoning
Council Committee Minutes

December 2, 2014

Members Present: Chair Jason Perry, Councilor Savino Sanchez, and Councilor Tabitha Denny

Staff Present: Steve Polasek- City Manager, Louis Najjar- City Engineer, Marlin Johnson- City Planner, Amber Copeland- Zoning Technician, Elizabeth Stark-Rankins- Support Services Administrator, .

Others Present: Randall Seyler

1. The meeting was called to order at 8:00 a.m. with a quorum.
2. **Agenda:**
The agenda was approved as presented.

3. **Minutes:**
Chair Perry noted corrections to be made to the minutes of November 4, 2014. Councilor Perry made a motion to approve the minutes as amended. Councilor Sanchez made the second. All voted in favor.

4. **Unfinished Action Items:**
Proposed Changes to Zoning Ordinance No. 10-02: Amended
Ms. Copeland discussed proposed changes to the Zoning Ordinance. Chair Perry discussed the definition of “family” and suggested including the word “single” when referencing the common cooking facility. Chair Perry asked that Staff look at other municipalities to see how accessory structures are commonly regulated. Councilor Denny asked Staff to look at height requirements. Mr. Polasek stated he felt it was fine to have a 0’ rear yard setback when abutting an alley but that a setback should be required for side yards abutting neighboring properties. Discussion on accessory structures ensued. Chair Perry asked Staff to address the Committee’s concerns and bring a new draft back in February. Mr. Polasek stated a cap on accessory structure height may be considered. Ms. Copeland stated she would bring a new draft in for the Committee to review.

Councilor Denny left the meeting at 8:27 a.m.

5. **New Action Items:**
Weed Resolution No. 15-02
Councilor Sanchez made a motion for Weed Resolution No. 15-02 to be placed on the Consent Agenda for the January 8, 2015 City Council meeting. Chair Perry made the second. All voted in favor.
Condemnation Resolution No. 15-03
Councilor Sanchez made a motion for Condemnation Resolution No. 15-03 to be placed on the Consent Agenda for the January 8, 2015 City Council meeting. Chair Perry made the second. All voted in favor.

6. **Information Items:**
Planning and Zoning Commission Report
Mr. Johnson reviewed the attached abstract.

City Property Northeast of College Boulevard and Sycamore Avenue- Approximately 118 Acres
Mr. Najjar stated he would like to hold a workshop for Council that would look at the entire Old Municipal Airport (OMA). Mr. Polasek stated he would like to see an overlay district at the OMA to control development. Mr. Najjar stated the workshop would discuss zoning, parcels, and existing issues and would include taking information from Councilors. Chair Perry stated the Council would rely on Staff for information and asked that the issue come to the Planning and Zoning Committee first as this is a unique situation. He stated the Committee could give input before a Council workshop.

7.

Other business or announcements:

There was no other business.

The meeting was adjourned at 8:36 a.m.

DRAFT



MEMORANDUM

Meeting Date: Monday, February 2, 2015

Item No. D-1

To: Planning and Zoning Committee

From: Planning and Zoning Department

Subject: Discussion of proposed changes to Zoning Ordinance No. 10-02: Amended.

Action Requested: To receive comments from the Committee on proposed changes to Zoning Ordinance No. 10-02: Amended.

Background: Staff is working on updating the Ordinance to accommodate the needs of the public and to have clearer definitions of commonly used terms.

Options: To make changes to proposals and to direct Staff on how to proceed.

Staff Recommendation: Input from Committee members.

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Automobile/motor vehicle sales. An area used to display/sell automobiles or motor vehicles.

Automobile laundry. A building where automobiles or motor vehicles are washed.

Automobile service station. A building or portion thereof where gasoline, diesel fuel, and other automobile fuels or oils are offered for sale and where automotive repairs may be offered.

Bank. A financial institution offering checking and savings accounts and other services.

Bar. Any commercial establishment licensed by the State Department of Alcoholic Beverage Control to serve any alcoholic beverages on the premises.

Barbershop. A place of business of a barber, licensed by the state of New Mexico, who cuts, trims and/or shaves hair.

Beauty shop. An establishment, licensed by the state of New Mexico, providing ~~women with~~ services that include hair treatment, manicures, and facials.

Block. A tract of land bounded by streets, alleys, railroads, or river channels.

Boarding or lodging home. A building for accommodating persons, not members of the keeper's family and not a hotel/motel, where lodging and meals are provided for definite periods.

Boundary. A border dividing territories or properties.

Bowling alley. A building used for bowling.

Buildable area. The area remaining on a lot after the minimum yard setback requirements have been met.

Building/Structure. Any building constructed for the support, shelter, or enclosure of persons, animals, chattels, or moveable property of any kind and which is permanently affixed to the land.

Building, accessory. A subordinate structure which serves a principal building, which is subordinate in area, extent, and/or purpose to the principal building and contributes to the comfort, convenience, and/or necessity of the occupants of the principal building being served.

Building, conforming. A structure which complies with this Ordinance or any amendment thereto and is intended for a use permitted in the zoning district where it is located.

Building, non-conforming. A structure which does not comply with this Ordinance or any amendment thereto and is intended for a use not permitted in the zoning district where it is located.

Building, principal. The primary structure where the principal use of the lot is conducted.

Building, temporary. Any structure not permanently affixed in place.

Business. Any enterprise where goods are sold or services are rendered.

Campground. Includes, but is not limited to; tourist camps, travel trailer camps or parks, recreation camps, family campgrounds, camping resorts, camping communities, or any area on which 3 or more campsites occupy the area for recreational uses only.

Camping Unit. tent, tent-trailer, travel trailer, camping trailer, pickup camper, motor home, recreational vehicle or any other unit used as temporary living quarters for recreational purposes.

Carport. An open-sided shelter for a car attached or detached to a structure.

Certificate of Occupancy/Compliance. A document issued by the Administrator or Building Inspector after the final inspection.

Certified or Certification. Documents bearing the signature and seal of a professional Engineer or Architect licensed in the State of New Mexico.

City Council or Council. The City of Roswell governing body.

Changeable Copy Sign. A sign with physically interchangeable characters or letters.

Child Care Center. A commercial facility where services and supervision are provided for more than 6 children at a time.

Child Care Facility, Licensed. A licensed facility by the New Mexico Child, Youth, and Family Division providing supervision for children thirteen years of age or younger.

Child care home. A residence where services and supervision are provided for no more than 12 children at a time.

F.A.A. The Federal Aviation Administration or its authorized successor agency.

Facility. A building, structure, or device whose sum of all parts provides a functional use.

Family. ~~One or more persons related to each other, or a group of persons not related, living together in a dwelling unit. A family may also include boarders, roomers, or permanent guests. An individual or a group of two (2) or more persons related by blood, marriage or adoption, including foster children and domestic servants, or a group not to exceed five (5) persons not related by blood, marriage or adoption, living together as a single housekeeping unit and using a single common cooking facility.~~

Farm. Any tract of land where income is derived from activities defined in the term "agriculture".

F.C.C. The Federal Communications Commission or its authorized successor agency.

Fence. A structure erected on a property to prevent escape or intrusion.

Figure Model. Any person who, for pecuniary compensation, consideration, hire or reward, poses in a modeling studio to be observed, sketched, painted, drawn, sculptured, photographed or otherwise depicted.

Floor area, gross. The square footage of a structure measured from the exterior face of walls.

Floor area, net. The interior square footage of a structure measured from the interior face of walls or for figuring parking, the area not considered off-limits to customers inside of a business.

Frame Effect. A digital sign visual effect used to transition from one message to the next.

Garage, public. A structure used for storage of automobiles.

Height. The distance from the pre-existing grade to the highest point on a structure.

Home Occupation. A home business operated in accordance with Article 26.

Home Space. Specific area set aside for occupancy within a Manufactured/Mobile Home Community (MHC) which is offered for rent or lease.

Hospital. An institution that provides medical, surgical, or psychiatric care and treatment for the sick or the injured.

Hostel. A building providing lodging on a temporary basis with a shared kitchen and other facilities in a dormitory setting.

Hotel, motel. A building containing lodging accommodations for paying temporary guests.

Independent Camping Unit. Unit including operational water-flush toilet, sink, and shower.

Junkyard. A facility or structure thereof used for the storage and possible resale of anything discarded by others.

Kennel. Any structure, premise, or portion thereof in which more than 3 animals over 6 months of age are kept, maintained, boarded, bred, or cared for in return for remuneration or are kept for the purpose of sale.

Lot. A parcel of land adequate in size for occupancy by a permitted use which is part of a subdivision or described by metes and bounds with a legal description recorded with the County.

Lot area. The square footage of a lot.

Lot, corner. A lot where two intersecting sides abut public or private streets.

Lot, depth. The average distance between the front and rear property lines.

Lot, double frontage. A lot having frontage on two parallel streets.

Lot, interior. A lot other than a corner or double frontage lot.

Lot lines. The property boundary lines of a lot.

Lot line, front. The property line of a lot abutting a street, except on a corner lot, where the front lot line shall be the lot line abutting a street with the shortest dimension.

Lot line, rear. The lot line which is approximately parallel to the front lot line. If the rear lot line is less than ten (10) feet in length or if the two side lot lines form a point, then the rear lot line shall be a line ten (10) feet in length within the lot, parallel to the front lot line.

Lot line, side. One of two lot lines which is not a front or rear lot line.

Lot width. The average distance between the Two side property lines.

ARTICLE 8: R-2 RESIDENTIAL DISTRICT

Section 1. Purpose

This district is intended for low to medium density dwellings units, 5 to 9 units per net acre, and other uses which uphold and maintain the low to medium density residential nature of the district.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Any use permitted in the R-1 District
- ~~2. Manufactured/Mobile homes on individual lots as designated areas recommended and outlined on the official zoning map and by the Comprehensive Master Plan. Applicant for such use shall meet the standards set forth for that zoning district and apply for a permit from the City's Building Department after receiving consent from the majority of property owners on both sides of the street within the same block in which the subject property is located and any other property owners within the 100 foot notification area.~~
3. 2. Townhouse.
4. 3. Duplex

B. Special Uses are as follows:

1. Any special use permitted in the R-1 District.

ARTICLE 13. (RVP) RECREATIONAL VEHICLE PARKS AND CAMPGROUND DISTRICT

Section 1. Purpose

Enforce minimum standards for travel trailer and recreational vehicle parks and primitive campgrounds to promote the public health, safety, and welfare, establishing requirements for the design, construction, alteration, extension, and maintenance of a RVP and related utilities and facilities.

Section 2. Use Regulations

A. Permitted Uses are as follows:

- 1. Recreational vehicles and travel trailers.
- 2. Temporary buildings to be used incidental to construction work and to be removed upon completion or abandonment of construction.
- 3. Those uses customarily associated with a RVP that are essential to its operation and maintenance, such as but not limited to, manager office or maintenance building.

B. Special Use as follows:

- 1. An accessory commercial use, being a C-1 District permitted use, not to exceed 5,000 sq. ft. of gross floor area.

Section 3. Site Development Requirements

In the RVP District, the following requirements shall apply to all buildings and structures, unless otherwise specified in this Ordinance.

A. RVP site area: A RVP shall not be less than 2.5 acres in size and shall be so dimensioned as to facilitate efficient design and management. Occupancy shall not be permitted until all infrastructures, facilities, and improvements are installed.

Section 4. Area, Setback, and Height Requirements

Minimum Space per unit 25' Width	Front setback from all property lines to local/collector streets.	Front setback from all property lines to Arterial streets	Rear setback from property lines.	Minimum Spacing between structures: Side to Side And End to End	Maximum HEIGHT
1,250 S.F.	20'	35'	20'	10' 20'	35'

Section 5. General Standards and Requirements

A development plan shall be submitted to the Planning and Zoning Office in accordance with the procedures established in this Ordinance and meeting the following standards and requirements before the issuance of a building permit:

- A. Development Plan: Plans shall be drawn to scale on an 18" x 24" sheet. The following additional information shall also be shown:
 - 1. A detailed ALTA/ACSM Land Title Survey of the proposed RVP area provided by a Registered Licensed Surveyor.
 - 2. Name of the proposed RVP and name and address of the property owner and/or developer.

- ~~3. The location and width of all proposed rights-of-way, easements, and required building setback lines:~~
- ~~4. The locations, dimensions, and area of all proposed or existing lots, home spaces:~~
- ~~5. Identification of the use of any lot or space (single or multi-section units) with consecutive numbering:~~
- ~~6. The location of any proposed accessory structures such as decks, open or enclosed carports, garages, storage sheds, or items of a similar nature, which are subordinate and serve a principal structure or use, located on the home space:~~
- ~~7. The applicant shall provide the City of Roswell 4 sets of the Development Plan at the time of application. Upon final approval the applicant shall furnish the City with 2 sets of the Development Plan for recording purposes:~~
- ~~8. If construction has not begun within one year from the date of approval of the development plan, the approval shall be considered null and void.~~
- ~~B. Street Surfacing and Maintenance. As specified in the latest adopted City of Roswell Public Works Specification Ordinance:~~
- ~~C. Fencing, screening and landscaping. A solid screen fence or wall made of brick, masonry, stone, or wood, no less than 6 feet in height, or an irrigated and maintained landscaped fence planted with a density equaling the opacity and height of a solid fence or wall, or any combination thereof at all perimeter lot lines of the park. Landscaping shall be provided in accordance with this Ordinance:~~
- ~~D. Access to the Site. Direct vehicular access to the park shall be provided by means of an abutting collector or arterial street. Direct vehicular access shall not be provided through an alley or easement.~~
- ~~E. Design of Driveway Entrances and Exits. Entrances and exits shall be designed for safe and convenient movement of traffic into and out of the park and to minimize marginal friction with movement of traffic on adjacent streets. A minimum of 2 access points shall be provided, and all traffic into and out of the park shall be through such entrances and exits. No entrance or exit shall require a turn at an acute angle for vehicles moving in the direction intended, and radii of curbs and pavement at intersections shall be a minimum of 25 feet to facilitate easy turning movements for vehicles with trailers attached. No object shall obscure the view of an approaching driver in the right lane of the street. No entrance or exit shall be located closer than 40 feet from any street intersection or 10 feet from the radius point, whichever is more:~~
- ~~F. Internal Streets. Streets shall be privately owned and maintained and provided in the park where necessary to allow safe, convenient access to all spaces and facilities used by occupants:~~
- ~~G. Street Alignment and Gradient. Street alignment and gradient shall be properly adapted to topography for safe movement of traffic anticipated and to control surface and ground water:~~
- ~~H. Street Widths. Streets shall be of adequate width to accommodate the anticipated parking and traffic load per City Fire Department and City Engineer~~
- ~~J. Parking Spaces. One hard pack, off-street parking space per lot. Parking spaces shall be designed as a drive-through space to eliminate backing of vehicles. No loading or maneuvering shall be permitted on any public street, sidewalk, right-of-way, or public grounds:~~
- ~~K. Management Offices and Common Facilities. Buildings(s) containing the management office, recreational facilities, toilets, showers, and other common facilities shall be conveniently located for the uses intended. Consolidation of all facilities into a single building and location is acceptable, and must meet the requirements of the current Uniform Building Code. A City of Roswell building permit must be obtained prior to construction:~~

~~L. Disposal of Wastewater, Sewage, and Trash. No unit shall dispose of wastewater, sewage or trash except in approved facilities provided by management for that purpose. All disposal areas shall be clearly marked and kept clean by management.~~

~~M. Sanitary Stations:~~

- ~~1. Sufficient facilities shall be provided at sanitary stations for the sole purpose of removing and disposing of waste from all holding tanks, in a clean, efficient, and convenient manner.~~
- ~~2. Each sanitary station shall consist of a drainage basin constructed of impervious material, and containing a disposal hatch and self-closing cover and related working facilities.~~
- ~~3. Sanitary stations shall be located no less than 50 feet from any space or other residential area. Such facilities shall be screened from other activities by visual barriers such as a fence, wall, or natural growth.~~
- ~~4. The disposal hatch of sanitary station units shall be connected to the park sewage disposal system. Related facilities required to wash holding tanks and the general area of the sanitary station shall be connected to the park water supply system.~~

~~N. Minimum Required Toilet Facilities. 2 toilets, 2 sinks, and 2 bathing facilities shall be required in each facility, men and women, whether dependent or independent units. The following schedule is for dependent units. Units shall be acceptable for no more than one-third of the toilets required in the men's facilities.~~

No. of Dependent Trailer Spaces	Toilets	Sinks	Bathing Stalls
6-10	4	2	2
11-20	6	2	2
21-30	8	4	4
31-55	10	4	4
56-80	12	4	4
81-105	14	4	4

~~O. Cooking Shelters, Barbecue Pits, and Fireplaces. Shall be so located, constructed, maintained, and used to minimize fire hazards and smoke nuisance both on and off the property. No open fire shall be permitted except in approved facilities. No open fire shall be left unattended, and all open fires shall be extinguished before occupants of spaces retire or leave the area. No fuel or material which emits dense smoke or objectionable odors shall be used or burned.~~

~~P. Spaces for Occupancy. RVP spaces in travel trailer parks may only be used by travel trailers, equivalent facilities on or towed by vehicles, tents, or other short-term housing. The wheels of a travel trailer shall not be removed except temporarily for repairs. Jacks or stabilizers may be placed under travel trailer to prevent movement while the trailer is parked and occupied.~~

ARTICLE 16: C-2 COMMUNITY COMMERCIAL DISTRICT

Section 1. Purpose

This district is intended to provide for a wide variety of retail, personal service, wholesale office, and other general service types of uses for the consumer population of the entire community and, because of their heavy traffic generating characteristics, ability to stay open 24 hours per day and potentially detrimental appearance and performance, are located on the periphery of residential areas along collector and arterial street facilities.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Any use permitted in the C-1 District
2. Amusement Parks
3. Athletic clubs/Gyms
4. Auditoriums/ Banquet halls/Convention/Exhibition Centers
5. Banks/Credit Unions/Financial institutions
6. Hospitality Establishments (Example: hotels and motels)
7. Liquor Service and Stores
8. Lodges, Clubs, Fraternal, Religious (No gun clubs)
9. Commercial Retail/Service stores
10. Rental Stores and Self-Storage Units
11. Professional Offices
12. Funeral Parlors/Crematorium
13. Golf courses
14. Animal hospitals, clinics, and kennels
15. Medical facilities/offices/centers
16. Newspaper and/or Magazine offices
17. Private or public parking lots/garages/decks
18. Government offices
19. Public or private utility/Service/radio/TV/cable
20. Restaurants/food/drink/lounges/liquor
21. Stadiums and arenas
22. Theaters, indoor
23. Auto repair with temporary outside storage utilizing no more than 20% of net area of the lot.
24. Carnivals, circuses or menageries; shall be located on a paved or hard pack surface and shall not occupy more than 10% of the required parking spaces for that location or business.
25. Vendors shall be located on a paved surface and shall not occupy more than 10% of the required parking spaces for that location or business.
26. Off-site sales shall be located on a paved surface and shall not occupy more than 10% of the required parking spaces for that location or business.
27. Any other use that meets the intent and purpose of this Article and is similar and comparable to those uses listed above.

B. Special Uses are as follows:

1. Any special use in the C-1 District
2. Airports/heliports/landing fields
3. Bottling works
4. Bus stations and terminals
5. Gun clubs with indoor firing range

- 6. Outdoor theaters, drive-ins
- 7. Outside storage as a principal use
- 8. Parcel delivery/ mail order
- 9. Penal/Correctional institutions
- 10. Light welding and fabrication
- 11. Warehouses and/or storage units
- 12. RV Parks with the following development requirements:

Section 1. Purpose

Enforce minimum standards for travel trailer and recreational vehicle parks and primitive campgrounds to promote the public health, safety, and welfare, establishing requirements for the design, construction, alteration, extension, and maintenance of a RVP and related utilities and facilities.

Section 2. Use Regulations

- A. Permitted Uses are as follows.
- 1. Recreational vehicles and travel trailers.
 - 2. Temporary buildings to be used incidental to construction work and to be removed upon completion or abandonment of construction.
 - 3. Those uses customarily associated with a RVP that are essential to its operation and maintenance, such as but not limited to, manager office or maintenance building
- B. Special Use as follows:
- 1. An accessory commercial use, being a C-1 District permitted use, not to exceed 5,000 sq. ft. of gross floor area.

Section 3. Site Development Requirements

In the RVP District, the following requirements shall apply to all buildings and structures, unless otherwise specified in this Ordinance.

- A. RVP site area. A RVP shall not be less than 2.5 acres in size and shall be so dimensioned as to facilitate efficient design and management. Occupancy shall not be permitted until all infrastructures, facilities, and improvements are installed.

Section 4. Area, Setback, and Height Requirements

Minimum Space per unit	Front setback from all property lines to Local/collector streets.	Front setback from all property lines to Arterial streets	Rear setback from property lines.	Minimum Spacing between structures: Side to Side And End to End	Maximum HEIGHT
25' Width					
1,250 S.F.	20'	35'	20'	10' 20'	35'

Section 5. General Standards and Requirements

A development plan shall be submitted to the Planning and Zoning Office in accordance with the procedures established in this Ordinance and meeting the following standards and requirements before the issuance of a building Permit.

- A. Development Plan. Plans shall be drawn to scale on an 18"x 24" sheet. The following additional

information shall also be shown:

1. A detailed ALTA/ACSM Land Title Survey of the proposed RVP area provided by a Registered Licensed Surveyor.
2. Name of the proposed RVP and name and address of the property owner and/or developer.
3. The location and width of all proposed rights-of-way, easements, and required building setback lines.
4. The locations, dimensions, and area of all proposed or existing lots, home spaces.
5. Identification of the use of any lot or space (single or multi-section units) with consecutive numbering.
6. The location of any proposed accessory structures such as decks, open or enclosed carports, garages, storage sheds, or items of a similar nature, which are subordinate and serve a principal structure or use, located on the home space.
7. The applicant shall provide the City of Roswell 4 sets of the Development Plan at the time of application. Upon final approval the applicant shall furnish the City with 2 sets of the Development Plan for recording purposes.
8. If construction has not begun within one year from the date of approval of the development plan, the approval shall be considered null and void.

B. Street Surfacing and Maintenance. As specified in the latest adopted City of Roswell Public Works Specification Ordinance.

C. Fencing, screening and landscaping. A solid screen fence or wall made of brick, masonry, stone, or wood, no less than 6 feet in height; or an irrigated and maintained landscaped fence planted with a density equaling the opacity and height of a solid fence or wall; or any combination thereof at all perimeter lot lines of the park. Landscaping shall be provided in accordance with this Ordinance.

D. Access to the Site. Direct vehicular access to the park shall be provided by means of an abutting collector or arterial street. Direct vehicular access shall not be provided through an alley or easement.

E. Design of Driveway Entrances and Exits. Entrances and exits shall be designed for safe and convenient movement of traffic into and out of the park and to minimize marginal friction with movement of traffic on adjacent streets. A minimum of 2 access points shall be provided, and all traffic into and out of the park shall be through such entrances and exits. No entrance or exit shall require a turn at an acute angle for vehicles moving in the direction intended, and radii of curbs and pavement at intersections shall be a minimum of 25 feet to facilitate easy turning movements for vehicles with trailers attached. No object shall obscure the view of an approaching driver in the right lane of the street. No entrance or exit shall be located closer than 40 feet from any street intersection or 10 feet from the radius point, whichever is more.

F. Internal Streets. Streets shall be privately owned and maintained and provided in the park where necessary to allow safe, convenient access to all spaces and facilities used by occupants.

G. Street Alignment and Gradient. Street alignment and gradient shall be properly adapted to topography for safe movement of traffic anticipated and to control surface and ground water.

H. Street Widths. Streets shall be of adequate width to accommodate the anticipated parking and traffic load per City Fire Department and City Engineer

J. Parking Spaces. One hard-pack, off-street parking space per lot. Parking spaces shall be designed as a drive-through space to eliminate backing of vehicles. No loading or maneuvering shall be permitted on any public street, sidewalk, right-of-way, or public grounds.

K. Management Offices and Common Facilities. Buildings(s) containing the management office, recreational facilities, toilets, showers, and other common facilities shall be conveniently located for the

uses intended. Consolidation of all facilities into a single building and location is acceptable, and must meet the requirements of the current Uniform Building Code. A City of Roswell building permit must be obtained prior to construction.

L. Disposal of Wastewater, Sewage, and Trash. No unit shall dispose of wastewater, sewage or trash except in approved facilities provided by management for that purpose. All disposal areas shall be clearly marked and kept clean by management.

M. Sanitary Stations.

1. Sufficient facilities shall be provided at sanitary stations for the sole purpose of removing and disposing of waste from all holding tanks, in a clean, efficient, and convenient manner.
2. Each sanitary station shall consist of a drainage basin constructed of impervious material, and containing a disposal hatch and self-closing cover and related working facilities.
3. Sanitary stations shall be located no less than 50 feet from any space or other residential area. Such facilities shall be screened from other activities by visual barriers such as a fence, wall, or natural growth.
4. The disposal hatch of sanitary station units shall be connected to the park sewage disposal system. Related facilities required to wash holding tanks and the general area of the sanitary station shall be connected to the park water supply system.

N. Minimum Required Toilet Facilities. 2 toilets, 2 sinks, and 2 bathing facilities shall be required in each facility, men and women, whether dependent or independent units. The following schedule is for dependent units. Urinals shall be acceptable for no more than one-third of the toilets required in the men's facilities.

No. of Dependent Trailer Spaces	Toilets	Sinks	Bathing Stalls
6-10	4	2	2
11-20	6	2	2
21-30	8	4	4
31-55	10	4	4
56-80	12	4	4
81-105	14	4	4

O. Cooking Shelters, Barbecue Pits, and Fireplaces. Shall be so located, constructed, maintained, and used to minimize fire hazards and smoke nuisance both on and off the property. No open fire shall be permitted except in approved facilities. No open fire shall be left unattended, and all open fires shall be extinguished before occupants of spaces retire or leave the area. No fuel or material which emits dense smoke or objectionable odors shall be used or burned.

P. Spaces for Occupancy. RVP spaces in travel trailer parks may only be used by travel trailers, equivalent facilities on or towed by vehicles, tents, or other short-term housing. The wheels of a travel trailer shall not be removed except temporarily for repairs. Jacks or stabilizers may be placed under travel trailer to prevent movement while the trailer is parked and occupied.

ARTICLE 23: BUILDING and PERFORMANCE STANDARDS

Section 1. Purpose

The purpose of this article is to establish general building and performance standards to preserve and promote an attractive, well-planned, and stable urban environment.

Section 2. Access to Public Streets

Except in the PUD district and as otherwise provided for in this and other Ordinances, every residential dwelling unit structure constructed or erected after the effective date of this Ordinance shall be located on a lot which has access to or abuts, as a minimum, a local public street.

Section 3. Buildings Per Lot

- A. In residentially zoned districts, every single family detached dwelling, mobile home, 2 family attached dwelling, or multiple family dwellings used for rental purposes, constructed or erected after the effective date of this Ordinance, shall be located on one duly subdivided and recorded lot and there shall not be more than one principal building on one lot; Excepting in the R-3 and R-4 districts.
- B. When 2 or more lots, each of which lacks adequate area and dimension alone to qualify for a permitted use, are contiguous and are held under single ownership, they may be used as one zoning lot for such use.

Section 4. Accessory Uses

- A. Residential zoned districts 3 sets of plans containing a site plan and structure design shall be required for all accessory structures. All construction shall comply with the latest City approved and accepted New Mexico Building Code, International Building Code, International Fire Code, National Electrical Code, Uniform Mechanical Code, and Uniform Plumbing Code. Accessory structures uses shall also meet the following requirements:
 1. An accessory building shall be compatible with the principal building that it serves and shall not be constructed prior to the construction of the principal building, **except when** used for agricultural purposes in the R-S district.
 2. ~~Location of an accessory structure shall meet the following requirements:~~
 - a. ~~shall not be within the Front Yard setback established and permitted for that lot in that lot~~
 - b. ~~shall be a minimum of 15 feet from the street side property line for corner lots.~~
 - c. ~~shall be a minimum of 10 feet to the principal building or any other structure on that lot.~~
 - d. ~~shall be a minimum of 5 feet from the Rear Yard property line lots that do not abut~~
2. Location of an accessory structure shall meet the following requirements:
 - a. Shall not be within the front yard setback established and permitted for a lot in that zoning district.
 - b. Shall be a minimum of 5' from all shared property lines.
 - c. Shall be a minimum of 15' from the street side yard property line for corner lots.
 - d. Shall be a minimum of 10' from the principal building and/or any other structure on that lot.
 - e. Structures must be an additional 1' from side and rear property lines for every 1' in height over 10' while meeting all other applicable setback requirements.
 - f. Structures less than 100 square feet not requiring a building permit shall require a placement permit to ensure adequate setbacks are met.
3. Accessory structures shall not occupy more than 40% of the required Rear Yard setback area, nor

- G. **Maintenance.** It is the property owner's responsibility to maintain all landscaped areas, including public rights-of-way and sight triangles in a healthy, neat, trimmed, clean, and weed-free condition, whether or not negligence or damage to the landscaping was the cause of the owner. Dead plant material shall be replaced with new plant material in accordance with this article within 60 days of receiving written notice from City Staff.
- H. Approved landscaping shall not be changed, modified, reduced, or removed at any time without approval of the Planning and Zoning Staff. When landscaping is removed for construction or any other reason, it shall be replanted within 180 days after being removed.
- I. Landscaped areas shall not be used for retail sales, temporary signs or any kind of temporary or permanent storage. Landscaped areas shall not be used for any type of vehicular parking. This includes, but is not limited to, the parking of carts, ATVs, motorcycles, cars, trucks, utility vehicles, recreational vehicles, trailers, boats, and airplanes.

Section 12. Site Specific Drainage Control Requirements

- A. For a residential-commercial, commercial, or industrial development, as required by the City Engineer or the NMDOT, the developer shall provide a drainage site plan which shows the site elevations for the existing and developed conditions and how the storm water shall be detained on the property. This sheet may also require the calculations and design for the detention structure as designed by a professional engineer registered in New Mexico.
- B. The amount of storm water that shall be detained and the rate at which it can be released shall be in accordance with the standards and procedures as required by the City Engineer or the NMDOT, and as adopted and required by the City in this and other Ordinances.

Section 13. Site Specific Traffic Analysis Requirements

For a residential-commercial, commercial, or industrial development, as required by the City Engineer or the NMDOT, the developer shall provide a traffic impact analysis for developments which require in excess of 12 parking spaces. If required by the City Engineer, the traffic impact analysis shall be prepared by a professional engineer registered in New Mexico.

Section 14. Sanitation Dumpsters, Grease Bin, and Enclosure Requirements

- A. All commercial properties and apartment complexes in the C-4 District will have their sanitation and/or grease removed from the alley ways.
- B. All dumpsters (and grease bins if required) shall be located in their own separate enclosures. If both dumpsters and grease bins are required for a site, they must each be located in a single enclosure with a concrete masonry unit (CMU) wall separating the two of them. At no time will the dumpster and grease bin be permitted inside a single enclosure together.
- C. Pipe bollards shall be located inside each separate enclosure between the dumpster and/or grease bin and the rear wall of the enclosure to prevent damage to the rear wall from the routine sanitation pick-up services.
- D. Enclosures shall be constructed of masonry or concrete and at a height of 6' with the rear wall of the enclosure at the rear property boundary line, with a concrete or asphalt floor, and with the opening of the enclosure(s) facing towards the alley way. Should a different location be requested, it is the developer's responsibility to get this location pre-approved by the Director of Sanitation before a Building Permit can be issued.

E. Any deviation shall be submitted for approval by the Planning and Zoning and Engineering Departments.



MEMORANDUM

Meeting Date: Monday, February 2, 2015

Item No. E-1

To: Planning and Zoning Committee

From: Planning and Zoning Department

Subject: Approval of Weed Resolution #15-07

Action Requested: To recommend approval by City Council of Weed Resolution #15-07.

Background: Weed Resolutions must be approved by City Council.

Staff Recommendation: Recommendation of approval by City Council.

ROSWELL, NEW MEXICO
CITY COUNCIL
CONSENT ITEM ABSTRACT
Meeting of February 12, 2015

Consent Item

Subject: Resolution No. 15-07

Department: Code Enforcement

COMMITTEE:

Planning and Zoning

Attachment: Resolution No. 15-07

& Exhibit A

Information Contact:

Mike Mathews, Code Enforcement

Phone Number: 624-6700 x 298

Purpose:

The Resolution shall mandate the cleanup of approximately fourteen (14) separate properties within the City.

Need:

At present, no more efficient means is available to enforce the requirements that property within the City limits be kept clean and orderly. Citation of property owners requires they be present in Roswell. Even the citations do not provide for the actual clean up and cannot give the City the right to file a lien for the cleanup expense. This procedure is cumbersome, but should result in resolution of some more severe situations.

Impact:

Adoption of the resolution will probably cause a number of people to voluntarily clean up their property. Most of the balance will be cleaned up by the City and liens will be filed and later foreclosed. A few people may appeal the resolution to Council and a hearing will have to be provided to hear their appeals. Overall, the resolution should affect rapid cleanup of this season's weeds and other debris, followed by an extended collection period.

Recommendation:

The Planning and Zoning Committee recommends the City Council approve this resolution and placed on the consent agenda.

CITY OF ROSWELL
RESOLUTION NO. 15-07

A RESOLUTION REQUIRING THE REMOVAL OF CERTAIN RUBBISH, WEEDS, WRECKAGE OR DEBRIS; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL AND DECLARING CERTAIN PROPERTY TO BE SO COVERED WITH RUBBISH, WEEDS, WRECKAGE OR DEBRIS AS TO CONSTITUTE A PUBLIC NUISANCE PREJUDICIAL TO HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, the City Council of the City of Roswell, New Mexico, finds that the premises listed in Exhibit A attached hereto and purportedly owned of record, or occupied by the parties named, have accumulated rubbish, weeds, wreckage or debris so as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

1. The premises set forth in Exhibit A are declared to be so covered with rubbish, weeds, wreckage or debris as to constitute a menace to the public comfort, health, safety and general welfare within the purview of Article 3-18-5 NMSA 1978.
2. The owners, occupants or agents in charge of said premises are hereby ordered to remove such accumulated rubbish, weeds, wreckage or debris within ten (10) days of the receipt of notice by certified mail or from the date of publication of this resolution. In the event such removal is not commenced or written objection filed with the City Clerk within ten (10) days after service of a copy of this resolution, then the City Manager is authorized and directed to cause such accumulated rubbish, weeds, wreckage or debris to be removed at the sole cost and expense of the owner, or other parties having an interest in the properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel of land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens.
3. In the event the owner or other person aggrieved shall file a protest within the time provided, the City Council shall thereafter fix a date for hearing. At the hearing, the protestant shall be entitled to be heard in person, by agent or attorney and the City Council shall consider evidence whether or not its previous action shall be enforced or rescinded; if it shall be determined that the removal order should be enforced.
4. Persons aggrieved by the determination of the City Council have a right to appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within five (5) days after the day of issuance of such order or decision, together with a petition for court review duly filed with the Clerk of the Court within twenty (20) days of the date of issuance of the order or decision complained of.

ADOPTED, SIGNED AND APPROVED 12th day of February 2015.

CITY SEAL

Dennis J. Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

806 E. WALNUT ST. ACEQUIA Block 3 Lot 65 & Lot 66 PEREZ, GUADALUPE; PEREZ, PETE 318 S. MAIN ST. ROSWELL, NM 88201	100 S. ELM AVE. ACEQUIA Block 1 Lot 2 & Lot 3 THRU Lot 5 AMADOR, JOHN G. P.O. BOX 501 ROSWELL, NM 88202-0501
313 S. ASH AVE. ROSE Lot 6 N 62.5' W 200' Quarter NE S 4 T 11S R 24E ARIAS, EDITH 1504 BLUE WILLOW CT. PFLUGERVILLE, TX 78660	600 E. DEMING ST. BARNETTS Block 9 Lot 13 SILVA, EDUVIGEN MRS. C/O LOUIS MENDOZA 600 EL PARAISO ALBUQUERQUE, NM 87107
800 E. DEMING ST. BARNETTS Block 11 Lot 13 BARNETT, EARSLEY JR.; MORONES, JOSEPHINE 1614 W. ALAMEDA ROSWELL, NM 88203	1718 S. MONROE AVE. 1720 S. MONROE AVE. SOUTH PARK Block 5 Lot 10 & Lot 11 ROSWELL TOWER INC. P.O. BOX 1168 ROSWELL, NM 88202
610 E. ALBUQUERQUE ST. BARNETTS Block 2 Lot 5 REYES, MAYRA ANGELICA 600 TRAILING HEART ROSWELL, NM 88201	612 E. ALBUQUERQUE ST. BARNETTS Block 2 Lot 3 REYES, DANIEL JOSE 600 TRAILING HEART ROSWELL, NM 88201
APPROX 701 E. ALBUQUERQUE BARNETTS Block 1 Lot 1 ANAYA, MARY S. 8208 COPERLEAF TRAIL NE ALBUQUERQUE, NM 87122-1042	1003 PURDUE DR. MESA PARK 4 Block 15 Lot 2 STEWART, MICHAEL E.; STEWART, CARLA E. 1414 S. UNION AVE., A 5 ROSWELL, NM 88203
APPROXIMATELY 711 ½ W. 12 TH ST. KEITH AMEND BLKS 4-5 TR ABC Block 4 Lot 2W 40' E104' MORGAN, NORMA DEAN NORRIS C/O RON MORGAN P.O. BOX 53 CANYON CITY, OR 97820	808 W. 8 TH ST. DUNNS REDIV Block 0 Lot 27 ELLINGTON, WILLIAM E.; ELLINGTON, DEBRA M. 808 W. 8 TH ST. ROSWELL, NM 88201
307 SUNRISE RD. TERRA BERRENDA 4 Block 9 Lot 7 KOELLING, ERICA; KOELLING, JOSEPH C. 6 KILARY DR. DURHAM, NC 27713	707 W. 9 TH ST. RIVERSIDE HEIGHTS AMEND Block 6 Lot 9 AGUILAR, JOYCE 707 W. 9 TH ST. ROSWELL, NM 88201



MEMORANDUM

Meeting Date: Monday, February 2, 2015

Item No. E-2

To: Planning and Zoning Committee

From: Planning and Zoning Department

Subject: Approval of Condemnation Resolution #15-08

Action Requested: To recommend approval by City Council of Condemnation Resolution #15-08.

Background: Condemnation Resolutions must be approved by City Council.

Staff Recommendation: Recommendation of approval by City Council.

ROSWELL, NEW MEXICO
CITY COUNCIL
CONSENT ITEM ABSTRACT
Meeting of February 12, 2015

Consent Item

Subject: Resolution No.15-08

Department: Code Enforcement

COMMITTEE:
Planning & Zoning

Attachment: Resolution No. 15-08
and Exhibit A.

Information Contact:
Mike Mathews, Code Enforcement
Phone Number: 624-6700x298

Purpose:

The Resolution shall require the removal or demolition of one (1) dilapidated structures.

Need:

These structures constitute a public nuisance harmful to the public health, safety and general welfare.

Impact:

Resolution and notice will be served to owners requiring action within fifteen (15) days. Demolition by the City will proceed if no action is taken.

Recommendation(s):

The Planning and Zoning Committee recommends this resolution be placed on the consent agenda and that the City Council approve this resolution.

CITY OF ROSWELL
RESOLUTION NO.15-08

A RESOLUTION REQUIRING THE REMOVAL AND/OR DEMOLITION OF CERTAIN DAMAGED AND DILAPIDATED BUILDINGS, STRUCTURES OR PREMISES; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL; PRESCRIBING THE PROCEDURE INCIDENT TO SUCH REMOVAL AND/OR DEMOLITION AND DECLARING CERTAIN PROPERTY TO BE IN SUCH STATE OF DISREPAIR, DAMAGE AND DILAPIDATION AS TO CONSTITUTE A DANGEROUS BUILDING AND A PUBLIC NUISANCE PREJUDICIAL TO THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, it is the opinion of the City Council of the City of Roswell, New Mexico, that those certain buildings or structures upon the premises located as follows and purportedly owned of record, or occupied by the parties hereinafter named, are and have become in such state of disrepair, damage and dilapidation as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law, by reason of the condition or conditions set forth in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO:

1. That the buildings or structures set forth in Exhibit "A" are declared to be in such state of disrepair, damage and dilapidation as to constitute a dangerous building within the purview of Roswell Municipal code section 16-12, as well as being a public nuisance prejudicial to the public health, safety and general welfare. That such dangerous buildings or structures set forth, if any, cannot reasonably be repaired so that they will no longer exist in violation of the terms of the ordinance.

2. The owners, occupants, if any, or agent in charge of said premises be, and they hereby are ordered and required to remove such dangerous buildings, or structures within a reasonable time thereafter not to exceed fifteen (15) days from the receipt of notice by certified mail or from date of publication of this resolution as hereinafter provided, and as the case may be. In the event such removal be not commenced by such owner, occupant or agent, or written objection thereto be filed with the City Clerk within ten (10) days after service of a copy of this resolution by certified mail or by publication, requesting a hearing, then and in such event, the City Manager is hereby authorized and directed to cause such dangerous buildings or structures to be removed at the sole cost and expense of the owner, owners or other parties having an interest in said properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel or land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens. Alternatively, the City Manager may act pursuant to Article 3-18-5 (G) (NMSA, 1978), and cause the dangerous buildings or structures to be removed and give title to them or their components to the removing person or persons.

3. In the event the owner or other interested party aggrieved shall file his protest within the time herein provided, requesting a hearing, on the matter, the City Council shall fix a date for hearing, at which time said Protestants shall be entitled to be heard in person, by agent or attorney, and the City Council shall consider evidence whether or not its previous action should be enforced or rescinded. If it shall be determined that the removal order should be enforced, and the owner(s) shall fail or neglect to comply with said decision of the City Council, they shall have a right of appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within the (10) days after the date of the City Council decision, together with his petition for court review duly filed with the Clerk of the Court within thirty (30) days of the date of the decision complained of.

4. Upon the adoption of this resolution, it shall be the duty of the City Building

Inspector to notify the owner, occupant or agent in charge of such building or structure of the adoption of this resolution by serving a copy thereof upon him by certified mail, return receipt requested; and in the event such owner, occupant or agent cannot be found or served within said City as herein above provided, such notice may be served by posting a copy of said resolution upon the premises complained of, followed by legal publication of said resolution one time in a newspaper of general circulation within the city.

ADOPTED AND APPROVED the 8th day of January 2015.

CITY SEAL

Dennis J. Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

Resolution #15-08
February 12, 2015

Exhibit A
Page 1

Location	Condition	Name
513 W. 16 th St. A. L. Fales Lot 9	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	Powers, Connie; Powers, William 4912 B Green Rd. Roswell, NM 88203

Location	Condition	Name
711 W. 11th St. Keith Block 6 Lot 7	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	Kirby H. Miller; Jessie Miller 3715 Glenwood Dr. Roswell, NM 88201-9208
713 W. 11th St. S 32 T 10S R 24E SE 4 NW 4 W 50' E 557' N 163'	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	Antonio J. Duran 801 W. 11th St. Roswell, NM 88201
805 W. 11th St. S 32 T 10S R 24E SE 4 NW 4 W 58.5' E 615.5' N 175'	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	Pablo Ibarra 805 W. 11th St. #A Roswell, NM 88201-8245
703 E. Alameda St. Acequia Block 3 Lot 37 & Lot 38	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	George Gonzales; c/o Caroline G. Silvas 1708 N. Missouri Roswell, NM 88201
715 E. Tilden St. Flora Vista Block 2 Lot 35 Thru Lot 37	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	Rafael Rivera c/o Gilbert R. Rivera 1474 Hwy 170 La Plata, NM 87418



MEMORANDUM

Meeting Date: Monday, February 2, 2015

Item No. F-1

To: Planning and Zoning Committee

From: Planning and Zoning Department

Subject: Discussion of Planning and Zoning Commission Report

Action Requested: To inform the Planning and Zoning Committee of action taken at the Planning and Zoning Commission meeting.

Background: Staff updates the Committee on Commission activity on a monthly bases.

Staff Recommendation: No action is required.

ROSWELL NEW MEXICO
CITY COUNCIL
INFORMATION ITEM ABSTRACT
Meeting of February 12, 2015

INFORMATION
ITEM ONLY

DEPARTMENT:
Planning and Zoning

CONTACT:
Amber Copeland-
Zoning Administrator 637-
6294
COMMITTEE: Planning and
Zoning

ATTACHMENTS:
None

PURPOSE:
To inform the City Council of decisions made by the Planning and Zoning Commission at the January 27, 2015 regular meeting.

MEMBERS PRESENT: Ralph Brown, Shirley Childress, Eddie Carrillo, Bruce Gwartney, Riley Armstrong, and David Storey.

► **CASE 15-01: A Vacation of a Public Right-of-Way/Replat- Poor Clares Monastery Unit Two**, The easternmost 100', more or less, of East 23rd Street, located south of Lots 6 and 7 of CPT Subdivision and north of the E 144.7' N 257.5' of Lot 17 of Military Heights Subdivision, also known as TR 2 Per S12-006, known as the 800-900 Block of East 23rd Street, The Poor Clares of New Mexico/Owner, Wagener Engineering/Agent

► **Recommended for approval by City Council by a vote of 6-0.**

► **CASE 15-02: A Vacation of a Public Right-of-Way/Replat- Wakefield Oil Summary Plat**, Lots 1-32, Block 4 of South Roswell, known as 311 South Virginia Avenue, Wakefield Oil Company/Owner, Rains Surveying Company/Agent

► **Recommended for approval by City Council by a vote of 6-0.**

► **Comprehensive Master Plan Steering Committee Appointment**

► **Toby Gross** was appointed the representative from the Planning and Zoning Commission and **Eddie Carrillo** was appointed the alternate representative by a vote of 6-0.



MEMORANDUM

Meeting Date: Monday, February 2, 2015

Item No. F-2

To: Planning and Zoning Committee

From: Planning and Zoning Department

Subject: Discussion of OMA Property Updates

Action Requested: To provide the Planning and Zoning Committee with information regarding the OMA Property.

Background: Staff continues to research the history and potential of the OMA Property.

Attachments: 1995 OMA Property Report, OMA Aerial: Current

Staff Recommendation: Input from the Planning and Zoning Committee.

Old Municipal Airport Property Report

July 1995

**Prepared For
City of Roswell, New Mexico**

**Prepared by
City Planning Department**

PART I

Introduction

This report provides a summary of current as well as past planning activities related to the reuse of the old airport tract within the city of Roswell. This substantial section of public property (646+ acres) has been the subject of controversy since its abandonment in 1967. Disposition of the property has, on at least four occasions, reached various levels of determination before being again abandoned in chaotic controversy. Visions of reutilization have ranged from full divestiture for private development to total retention for public open space purposes.

It is to the credit of the current City Council that they have reached a higher level of consensus and subsequent action regarding the property than had previously been accomplished. This report will focus on this latest effort while also summarizing background information needed in order to assist with remaining determinations that will be required on this issue. To facilitate additional policy decisions, the final section of this report contains specific recommendations for consideration by the City's Planning and Zoning Commission and eventual determinations of City Council.

As stated in 1981 by a former City Manager, "This property must be handled for the long term benefit of the City of Roswell." This statement seems to advocate that the effective utilization of this public asset is a critical concern to the community as a whole rather than for any one particular interest group. This report is just another step dedicated to that assumption.

PART II

Current Activities

Subdivision of Property

The City Council took action on October 13, 1994, to set aside approximately 160 acres of the old airport tract in order to proceed with a Master Plan for Park, Recreation and Open Space development. This action set into motion the need to legally describe the tract by means of a formal subdivision. Once the City Engineering Department determined to undertake this work, steps were taken to survey and submit a preliminary plat for the entire 646 acres along with a legal description of the southeast quadrant designated by City Council for the initial setaside.

The preliminary plat was submitted to the City Planning and Zoning Commission at its meeting of March 28, 1995. City staff, in conjunction with Jaquess Engineering, is currently working on the final plat and drainage study for submission to the P&Z Commission at its regular meeting in August. Barring complications, the City Council, which has final authority on subdivision plats, will receive the proposal at its regular meeting of September 14, 1995.

The proposed plat of the property, which is essential to the process of developing the soccer complex, describes five large tracts in addition to the rights-of-way for future major streets and utility corridors. A copy of the proposed plat is shown on the following page.

Master Plan - SE Quadrant of Old Airport Property

As of this report, the City is negotiating with the consulting firm of Bohannan-Huston, Inc. for professional services to master plan the 151 acres set aside for future park, recreation and open space use in the southeastern quarter of the old airport property.

The consultant's proposed feasibility study, plan and development process will proceed as follows:

1. Extensive information gathering, public hearings and consultation phase.

2. Presentation of alternative conceptual plans for development of the area.
3. Completion of selected schematic plan by late October of 1995.
4. Preparation of bid documents on first phase construction of soccer fields by late January, 1996.
5. Construction of first phase improvements started by May of 1996.
6. Initial use of first phase soccer field complex by fall of 1996.

The focus on soccer field development stems from the fact that approximately \$120,000 is budgeted and available for initial development. However, it is anticipated that the master plan will also address needs such as: general athletic/recreational sports fields, an indoor multi-purpose recreation center, a family aquatic center and other connected open space and recreational uses. The 151 acre site is considered more than adequate to accommodate these potential uses with 50 to 60 acres to spare.

Comprehensive Traffic Study

The final draft of this two year study was submitted to the Planning and Zoning Commission and City Council committees in late June, 1995. It is anticipated that the City Council will review, modify and accept this study in late summer of 1995.

The study which consists of seven volumes of technical reports and products, includes several specific recommendations related to road development in and around the old airport property. Extensions of both College Boulevard and Nineteenth Street within the old airport property are projects identified in the traffic study.

The study utilizes a traffic simulation model as a tool that can be used to evaluate traffic impacts of different future street system concepts as well as alternative land use proposals. The model uses both a "built up" as well as an "undeveloped" forecast for the 640 acre airport tract.

According to the study, construction dates for the College and Nineteenth Street projects are not scheduled until 1998-99. Two different alignments for College Boulevard are displayed in the traffic study. Both alignments avoid the old Terminal Building.

Old Airport Terminal Building Issue

The disposition of the 45 year old Airport Terminal Building has been an issue of concern since the Roswell Police Department moved out in mid-1993 to a site in the central business district. The building was in relatively poor condition even as the Police Department occupied it as "temporary" quarters in the late 70's.

At the recommendation of staff, the City Council's Buildings and Lands Committee recommended removal of the structure in August of 1994. The building was, and still is, being vandalized and damaged after two years of vacancy. The City Council at its meeting of September 8, 1994, tabled action on the issue pending further study of costs and possible reuse.

The Mayor established an Old Airport Terminal Task Force to look into the matter further and to solicit public input as to potential uses for this 22,000 square foot structure. The Task Force received further information on the estimated costs of asbestos removal as well as "mothballing" the building. The Task Force received 35 replies to a public survey of what to do with the structure. Results of this survey are shown in the Appendix of this report.

The Task Force met again on June 8, 1995, to discuss the results of the public survey and to make further recommendations on this issue. The Task Force asked for additional information on costs of full demolition, partial demolition and asbestos removal in order to forward a recommended course of action to the Council's Buildings and Lands Committee. The Task Force seemed to conclude that practical reuse of the structure was unlikely. However, at the Buildings and Lands Committee meeting of July 19th, a presentation was made regarding the reuse of the structure as a teen center by the D.A.Y. subcommittee of Reach 2000. This proposal is currently being upgraded for presentation to the Old Airport Terminal Task Force.

Capital Improvement Needs for the Old Airport Property

The costs associated with reuse or demolition of the old Airport Terminal Building are just a small part of the future capital investment needs associated with the old airport property. Even the initial development anticipated under the soccer field complex will require additional capital funding of approximately \$300,000. Possible Park and Recreation facilities such as a multi-purpose recreation center and family aquatic center will require substantial capital outlay as well. Since these facilities, if built, will serve the total urban area (projected population of 70,000 to 75,000 by 2010) major road access is mandatory. The extension of College Boulevard to Sycamore in order to provide adequate access to the site could require approximately \$900,000 in street construction. Water and sewer facilities to serve the soccer complex initially and other recreational complexes in the future will require careful fiscal planning as well. The Master Plan for the 151 acre Park, Recreation and open space will hopefully indicate not only how these facilities are to be developed, but how much funding will be required to develop and maintain the area as well as the public works support facilities required to serve the site.

Regardless of the extent to which development occurs, there are capital project costs that the City Council will need to address at the old airport site. Even a "do nothing" alternative cannot avoid the costs associated with a vacant and deteriorating old Airport Terminal Building. The decision to proceed with a master plan for the southeast quadrant, while a positive action, carries a financial responsibility with it. A determination on the priority of old airport property projects obviously will be made in the context of other City capital needs and will add to the difficult task facing the City Council in budgeting from limited resources.

There is a growing awareness among City officials as to the critical need for fiscal planning. Capital costs associated with the Civic Center, the landfill operation and a major parks and recreation upgrade are just three of the current areas of concern. Future capital funding for public improvements at the old airport property will need to be considered within the mix of other priorities.

PART III

Summary of Property Information

During the late summer of 1993, the Planning Department conducted an extensive review and update of information pertaining to the old airport property utilizing the part time assistance of a Planning Internship for six weeks. This effort culminated in a report titled The Old Municipal Airport Site Inventory Report. The report was submitted to the City Council and City Planning and Zoning Commission in late August of 1993.

The report contains information on ownership, existing zoning, existing site users, existing public facilities and utilities, soil types, roads and drainage facilities within the site. The report also presented background information on the old Terminal Building, the Noon Optimist Park site and potential requirements of groups that use the property under short term leases with the City.

The report not only presented updated information on the property but expanded the depth of background for use by the Planning and Zoning Commission and the City Council. The inventory report was used extensively by the Planning and Zoning Commission in a series of workshops held in the summer of 1994 after the City Council's mandated additional study of the property use issue.

This current planning report will not attempt to extend the original site inventory study, although additional information has been obtained and filed for further review. However, key exhibits from the Site Inventory Report are contained in the Appendix of this report. Special attention is directed to the ownership patterns, existing public facilities and road and utilities exhibits as they relate most prominently in long range considerations of community growth.

PART IV

Summary Review of Plans and Studies from Planning and Zoning Workshops

The Roswell Planning and Zoning Commission (P & Z) conducted a series of informational workshops on the old airport property soon after the City Council's directive of June 30, 1994, asking the Commission and staff to develop a joint long term plan for the development of the old airport property. The plan was to be based on recommendations contained in a "Schematic C" proposal of the Parks and Recreation Commission, Parks and Recreation Committee of City Council and Buildings and Lands Committee of City Council. A copy of Schematic C is contained in the Appendix of this report.

The P & Z held four workshops during July and August of 1994 and concentrated on a review of previous plans and studies containing information and recommendations concerning the old airport property. The workshops led up to a public hearing held by the P & Z on September 22, 1994.

1984 Comprehensive Plan

The P & Z reviewed at length the City's adopted Comprehensive Master Plan (1984) and the specific recommendations in that plan for the old airport property. The Comprehensive Plan recognizes the old airport as a major City owned asset. The Plan indicates that this site accounts for approximately one third of all vacant residential space within the city limits. The site has available utilities, is partially served by arterial and collector streets and is well situated with respect to commercial, recreational, school and downtown employment areas.

The Comprehensive Plan stresses that the creation of a development plan for the old airport is the key step to initiating infill development in Roswell and is a high priority of the Land Use Plan. If development were designed as a master planned community, the old airport could provide the means for meeting several of the Comprehensive Plan's stated objectives, such as:

- housing opportunities
- infill development
- educational facilities
- community recreation center/parks/open space

The Comprehensive Plan outlined the following specific recommendations pertaining to the old airport property.

1. As a part of the infill development strategy adopted by the City under this plan, the City of Roswell shall promote the development of major vacant or under-utilized, developable land parcels within the city limits, particularly the old airport site and available industrial land at the Roswell Industrial Air Center.
2. As a part of the guiding land use principles adopted by the City under this plan, comprehensively plan and design the development of the old airport site, allowing a mixture of low, middle and upper density housing and supportive recreational, institutional and commercial land uses. The Plan further stated that high priority should be placed on the reuse of this valuable site, as it will indicate the City's strong interest in infill development and it offers some of the most readily developable land within the city.
3. The Housing Improvement Plan adopted under the plan designates major opportunities for infill residential development within the current city limits, most notably the old airport site and conceptually outlines potential areas for National Register historic designation. (See Appendix - Infill Housing Map copy.)

The Comprehensive Plan focused its recommendation for park, recreation and open space development on the northeast quadrant of the old airport property with the existing Noon Optimist Park and the large drainage swale. The Plan recommended approximately 160 acres of public property be retained in this general area.

1993 Parks, Recreation and Open Space Plan

The Planning and Zoning Commission also reviewed the recently completed Parks, Recreation and Open Space Plan. This plan, adopted by the Parks and Recreation Commission in 1994, contains some interesting recommendations for use of the old airport property.

The consultant recommended the southeast quarter section of the property as a site for several proposed Parks and Recreation facilities. The plan suggests the development of a multi-purpose facility that would accommodate gymnasiums, a

physical fitness center and indoor swimming pool along with adequate parking and adjacent playfields. The availability of a large tract of vacant land to allow for adequate circulation and noise buffer at a location relatively central to the city center was discussed in the plan. The ability to combine these proposed facilities within an open space envelope was also seen as a major opportunity.

This plan envisions the old airport property as a critical element in charting a course for the city's future leisure activities. The City Council's decision to set aside 150 acres of the old airport property for a broad spectrum of future leisure activities appears to go beyond the bold recommendations of this plan. Although the plan identified a minimum 20 acre site for the proposed multi-purpose center, additional acreage to be retained for the soccer complex, future expansion of organized softball and baseball fields and a generous expanse of open space buffer, all could fit easily within a 150 acre site.

The Parks, Recreation and Open Space Plan concluded its specific references regarding the old airport property with a general recommendation to incorporate park, recreation and open space improvements as part of a "planned community" concept. The plan clearly indicates that some degree of "surplus" property should be set aside for private development in conjunction with public park space.

The Planning and Zoning Commission's second and third workshops focused to some extent on how much additional park, recreation and open space land the city needed; could afford to develop and maintain within the old airport tract. Comparisons were made between the Roswell site and a large Colorado Springs park site that members and City Councilors had visited.

The addition of the 151 acre park tract within the old airport property brings the total city-wide undeveloped park property to approximately 270 acres. This figure does not include City owned land west of Loveless Park and additional land east and south of the Wool Bowl facility.

Conventional type park development of 270 acres could require as much as \$3 million. This would be exclusive of buildings, recreation centers, parking and special play and sports facilities. Operation and maintenance costs involved in 270 acres of park land expansion would approximate those of the current department in that this figure is precisely the amount of park acreage currently developed and maintained by the City.

Other Background Studies and Plans Reviewed

The Planning and Zoning Commission's workshops also involved review of various functional plans and studies as they pertained to the old airport property. The review of public utility plans for water and sewer facilities indicated the need to extend additional trunk service lines through the old airport property even if the City's property were to remain vacant. Private development immediately to the north and west of the tract as well as 40+ acres east of Sycamore would eventually require public utility service. The possible addition of major facilities such as a multi-purpose center would also add to the need for trunk line extensions. It was also explained that the City's Fire Station #6 on Sycamore at the proposed extension of College Boulevard is without sanitary sewer service.

The staff presentation at the third workshop included a recommendation to retain a major north-south utility service corridor through the center of the old airport property in order to allow flexibility in providing service to future development both on and off the City's site.

The staff also presented information concerning the issue of the so called "3630 water pressure zone". The 3630' elevation line which passes approximately 1/2 mile to the west of the old airport property represents serious and costly service extension problems for the City of Roswell if substantial urban density growth continues much beyond this line to the west.

In short, this issue was a critical factor in the planning consultant's recommendation for the City to aggressively encourage "infill" growth policies as a part of the 1984 Comprehensive Plan. As a simple example, urban growth accommodated within areas such as the old airport property would result in less costly expansion to the north and west.

Extensive urban growth in areas adjacent to the U.S. 70 Relief Route and in proximity to Country Club and Berrendo Roads could lead to extension of urban service lines, a new pressure zone and new water storage facilities at substantial costs to present and future taxpayers (\$10+ million in 1984 dollars).

The staff also presented background information on drainage system improvements required within the old airport property. Although only a very small part of the far southwest corner of the tract is within an actual flood zone, the Commission was presented with information regarding the Montana Reservoir area within and adjacent to the existing Noon Optimist Park at Montana and College. A city wide drainage study done by Mann Engineering indicated that a relatively large part of the northeast quadrant of the old airport property should be retained as a flood pool reservoir. The Commission was shown plans for this flood pool and discussed the fact that some open space uses could still be accommodated within the reservoir site. It is common practice in numerous eastern New Mexico and south plains Texas cities to incorporate major park and recreation facilities into drainage reservoir sites. Albuquerque has recently constructed several park sites with drainage retention features.

Several Planning Commissioners indicated interest in the possibility that the northeast quadrant of the old airport property might be superior to the southeast quadrant for any planned open space improvements, due to the flood reservoir needs.

The extension of College Boulevard through the old airport property was a major discussion in the third Planning and Zoning workshop. As mentioned earlier in this report, College is not scheduled for extension until 1999 or later. The Commission and City Councilors questioned the timing of extension in light of the city wide recreational facilities being proposed for the area.

During the second workshop, the Commission also briefly reviewed a 1985 old airport land use study prepared by a citizens committee. Recommendations of this study which were submitted to and partially adopted by the City were for the most part similar to the 1984 land use plan. Extensions of College, Nineteenth, Eighth and a north-south collector through the site are shown in that plan which was heavily oriented toward residential development of the property. Only 85 acres were proposed for park and open space use in this plan. All 85 acres were shown in the northeast quadrant.

The Planning and Zoning Commission's fourth and final workshop focused on a response to the City Council's directive to conduct a more detailed study of the old airport property using the original "Schematic C" as a guide. The Commission reviewed information presented in the first three workshops, reviewed a staff exhibit combining the intent of "Schematic C" with recommendations from the 1984 Land Use Plan and scheduled a public hearing to receive further input.

The Commission had in two months time held four workshops to review and discuss various aspects of the old airport property issue. City Council members were involved in all four workshop sessions. The Commission's single recommendation was to schedule a public hearing for September 27, 1994, for review of workshop information and to receive additional public comment on the subject. Minutes of that hearing are contained in the Appendix of this report.

At the conclusion of the September 25, 1994, public hearing, the Commission recommended to the City Council that the southeast quadrant (151 acres) of the old airport property be designated for a soccer field/sports complex.

PART V

Recommendations

The following recommendations on the old airport property are hereby submitted to the City of Roswell Planning and Zoning Commission for their review and consideration. Recommendations are listed according to the six (6) tracts depicted on the pending plat that will eventually be adopted by the City Council. (See Page 16)

Tract A (151 acres)

The master plan process for the southeast quadrant will begin in mid to late August. Information and determinations coming out of this planning process will be instrumental in outlining the direction, character and phasing of the remaining tracts of old airport property. City Council's decision to set this tract of land aside for eventual park, recreation and open space use has initiated a long awaited process that should reveal additional opportunities and direction.

The consulting firm will start the planning process with an intensive user/usage feasibility study emphasizing the identification and prioritization of potential site uses by means of eight (8) public focus group sessions. This report recommends that one of those sessions focus on long range planning objectives for community development in general and park, recreation and open space issues in particular. It is further recommended that the Planning and Zoning Commission and Planning and Zoning Committee of City Council be actively involved in that particular session.

This report also recommends that the City informally adopt a moratorium on consideration of any request for sale, lease or exchange of old airport property until the master plan for Tract A is complete and adopted by City Council.

College Boulevard Right-of-Way and Terminal Building Tract

This tract which encompasses roughly 30 acres of land, is critical to the future development of the old airport property. Providing improved access to the soon to be established soccer complex as well as Fire Station #6 on Sycamore are equally important.

Until a determination on the fate of the old airport terminal building is made, the tract has been left at a flexible width to allow for various alignments of this arterial street. It is recommended that the Planning and Zoning Commission in its review of the Comprehensive Traffic Study give priority consideration to the extension of College Boulevard. Construction of College will become even more critical if traffic generators such as a multi-purpose recreation center and family aquatic center are built.

The right-of-way for College should remain sufficiently wide to accommodate future utility lines, pedestrian and bike facilities and broad landscaped parkways.

Tract B (148.6 acres)

This tract is dominated by the existence of a large drainage swale and the Noon Optimist Park site. Only the far northeast section of the tract, which is zoned for a planned unit retirement development, lends itself to anything but park, recreation and open space use.

It is recommended that once the master plan for Tract A is complete and depending on the conclusions of that plan, the Planning and Zoning Commission could recommend to City Council an additional Park and Recreation planning effort be initiated for this tract.

Tract C (157.9 acres)

This tract is ideal for future urban development. Assuming that much of the city's current and long term park, recreation and open space needs can be accommodated within the 270 to 400 acres of vacant publicly owned land, this tract should be made available for public sale and/or land lease on a planned basis.

It is recommended that no action be taken on Tract C at this time, but that the City staff be encouraged to continue discussions with the adjacent land owner (N.M.W.I. Foundation) regarding coordinated land use planning.

It is suggested by this report that the value of Tract C will be raised substantially upon the completion of College Boulevard. The City should avoid any premature transactions until College Boulevard is designed and in place.

Tract D (54 acres)

This tract is bounded on the west by private property, on the north by the proposed right-of-way of College, on the east by the north-south utility corridor and on the south by the proposed Tract E (Golf Course reserve). The property doesn't currently have access to public streets and may not have access until the extension of College Boulevard.

It is recommended that no action be taken on Tract D at this time; however, the City staff should again be encouraged to continue discussion with the adjacent landowner (N.M.M.I. Foundation) on joint development. It is also recommended that the private property remain in the R-1 zoning category as an incentive for further planning.

Tract E (85.9 acres)

This tract, in the far southwest corner of the old airport holdings, should be retained for long term use as a municipal golf course reserve. The tract not only is contiguous to the existing Spring River Golf Course, but has sufficient terrain character to lend itself to course expansion, open space connections and even possible fairway frontage development. The area is sufficient to accommodate nine additional holes with generous buffer space and 20 to 30 acres of conventional subdivision development. It has been suggested that the long term fairway frontage development could offset the cost of the course expansion.

Although no action is recommended on Tract E at this time, the City should observe the following opportunities for long term development of this tract.

- A. Carefully evaluate the recommendations of the Master Plan on Tract A as they pertain to future park, recreation and open space in adjacent areas.
- B. Maintain a flexible approach to possible land exchange opportunities with adjacent properties to the south and west of Tract E.
- C. Avoid substantial investments in the Spring River Golf Course Clubhouse area until a preliminary plan has been completed showing how a potential 27 hole course could be designed.



